EQUAL ACCESS FUND – PARTNERSHIP GRANTS
Reporting Forms

Electronic Forms Instructions

Read the following instructions carefully before you begin to fill out the forms.

1. **SAVE A COPY OF THESE FORMS:** You will want a "clean" copy in case you need to start over or complete multiple forms for various projects. From the "File" menu, choose "Save As" and save a copy of these forms to your computer. Data entered directly on the Web pages containing the documents will not be saved to the Web site; they must be saved to your computer.

2. **TO USE THE FORMS:**

   a. **EXCEL forms – A & B:**

   - **Finding the Forms:** Each form is a separate worksheet within the Excel spreadsheet. Move from form to form by clicking on the corresponding tab at the bottom of the screen. (The tabs resemble file folder tabs.)

   - **Enter Data:** You can input information into the non-shaded cells only. Use the mouse or arrow keys to place the cursor in the cell in which you will enter data. Press the "Enter" key. (All the BLUE cells are "protected" and you cannot input any information into them. Many of the BLUE cells have built-in formulas and will automatically calculate the math for you.)

   - **Editing:** To make corrections, place your cursor in the cell containing the data to be corrected and double-click to access "editing" mode. Make the corrections, and then press the "Enter" key.

   - **Print a Hard Copy:** If you use the print icon, only the form that you are currently viewing will print. To print all the forms (worksheets) at once, select "Print" from the "File" menu. Then, in the "Print What" section of the Print dialog box, choose "Entire Workbook". (Note, some printers may not print all forms correctly when you choose this option, you may have to print each form individually.)

   - **Save often!**

If you need assistance downloading or copying these forms, please contact us at 415-538-2252 or trustfundprogram@calbar.ca.gov